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ABSTRACT

This book leads the reader through a step-by-step process for creating and presenting a workshop. At each step, the book notes the important decisions workshop planners need to make, guides them in making those decisions, suggests resources that may help, provides real-world examples, and includes forms, checklists, and worksheets to make the process simpler. The book consists of 38 chapters organized in 9 parts that cover the following topics: working with workshops; putting the workshop in context; planning the overall design; choosing the best activity; completing each module; finishing the design; preparing for the program; leading the workshop; and handling problem situations. Part 10 addresses evaluating the workshop. Throughout the process, practical suggestions are made for materials preparation, site selection and configuration, participant stimulation and control, and problem solving. The book contains an index. (KC)

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